



COMMONWEALTH OF VIRGINIA
STATE CORPORATION COMMISSION

SCC632/831
(07/05)

APPLICATION FOR REGISTRATION OR FOR
RENEWAL OF REGISTRATION OF CORPORATE NAME

Note: This form is for use by foreign corporations only.

Pursuant to the provisions of § 13.1-632 or § 13.1-831 of the Code of Virginia, the undersigned foreign corporation applies for **(mark appropriate box)**:

- ☐ **registration** of its corporate name
- ☐ **renewal** of registration of its corporate name

Name of foreign corporation: _____

If applicable, name of corporation with any addition required by § 13.1-762 B 1 of the Code of Virginia:

Address: _____

State or country of incorporation: _____

Date of incorporation: _____

Nature of corporation's business: _____

It is a Class 1 misdemeanor for any person to sign a document he or she knows is false in any material respect with intent that the document be delivered to the Commission for filing.

The undersigned executes this application in the name of the corporation:

(signature)

(printed name **and** corporate title)

If different from above:

Correspondent's name: _____

Correspondent's address: _____

Correspondent's telephone number (optional): (_____) _____ - _____

FOR SCC USE:

DCN: _____ Expires: _____ Registration #: _____

See instructions on the reverse

INSTRUCTIONS

The application must be in the English language, typewritten or printed in black, legible and reproducible. The document must be presented on uniformly white, opaque paper, free of visible watermarks and background logos.

You can download this form from our website at www.scc.virginia.gov/clk/formfee.aspx

The corporate name must be distinguishable upon the records of the Commission. See § 13.1-630 of the Code of Virginia for a stock corporation and § 13.1-829 of the Code for a nonstock corporation. To check the availability of a corporate name, please contact the Clerk's Office Call Center at (804) 371-9733 or toll-free in Virginia at (866) 722-2551.

If the real name of a foreign stock corporation does not satisfy the requirements of § 13.1-762 A 1 of the Code of Virginia, it shall adopt a designated name for use in this Commonwealth. See § 13.1-762 B 1 of the Code of Virginia.

The application must be executed in the name of the corporation by the chairman or any vice-chairman of the board of directors, the president, or any other of its officers authorized to act on behalf of the corporation.

For **registration and for renewal** of a corporate name, the application must be **accompanied by a certificate** setting forth that the foreign corporation is in good standing, or a document of similar import, from the state or country of incorporation, executed by the official who has custody of the records pertaining to corporations.

For **registration** of a corporate name, the application must be accompanied by payment of the REGISTRATION FEE in the amount of \$20.00. **A registration is effective for one year after the date an application is filed.**

For **renewal** of the registration of a corporate name, the application must be filed during the 60-day period preceding the date of expiration of the registration and must be accompanied by the RENEWAL FEE of \$20.00. **A renewal is effective for one year after the date the registration would have expired.**

Submit the original, signed application **and the certificate** to the Clerk of the State Corporation Commission, P.O. Box 1197, Richmond, Virginia 23218-1197, (Street address: 1300 East Main Street, Tyler Building, 1st Floor, Richmond, Virginia 23219), along with a check for the filing fee in the amount of **\$20.00**, payable to the State Corporation Commission. **PLEASE DO NOT SEND CASH.** If you have any questions, please call (804) 371-9733 or toll-free in Virginia, 1-866-722-2551.

NOTE

This form is for use by foreign corporations, which are those organized under the laws of a jurisdiction other than Virginia.

A **registered** name can be **released** by filing a notice of release of a registered name with the Commission, accompanied by a check in the amount of **\$10.00** made payable to the State Corporation Commission. The notice must be signed on behalf of the corporation whose registered name is being released.